



# KERN HIGH SCHOOL DISTRICT

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WILLIAM R. JONES  
Assistant Superintendent, Personnel

February 17, 2011

Diana Lopez  
Senior Editor  
Sunshine Review



[Via Electronic mail ([dlopez@sunshinereview.org](mailto:dlopez@sunshinereview.org)) and US Mail]

Re: Your CPRA Request

Dear Ms. Lopez:

I am timely responding to your letter dated January 3, 2011. Attached you will find seven (7) total pages of documents, which we believe is responsive to your request asking for "tables of contents and indices of materials that the Personnel Division Office archives and maintains." Although the District does not maintain any kind of formal tables of contents or indices of the records maintained by the Personnel Division Office, these attached records provide the categories and coding for electronically stored employee personnel-related documents. Although not listed on any specific table of contents or other referencing document, the office also maintains a wide variety of documents such as job descriptions, salary schedules, collective bargaining agreements, etc.

Other than these attached documents, the District does not have any other type of table of contents or indices document that would be responsive to your request. However, if you require more information we are happy to assist you. Please identify with specificity the type of documents you desire and tailor your request as to time, volume, etc so that we may provide you with the information you seek.

As to your second request, although you have not requested any records pertaining to payroll or employee benefits you will note that information identifying the custodian of employee benefits and payroll records is on the final page of the attached documents.

I believe this response fully covers your request. However, as previously discussed, should you require additional information please do not hesitate to provide us with a specific request.

Sincerely,

WILLIAM R. JONES  
Associate Superintendent, Personnel

WRJ/jm

Attachment

[CPRA Request/021711 D Lopez, Sunshine Review]